

# REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 8/87)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

TO: (1) DEPARTMENT OF GENERAL SERVICES  
OFFICE OF RECORDS MANAGEMENT

(2) CHIEF, STATE ARCHIVES  
1020 "O" Street, Room 130  
Sacramento, CA 95814  
445-4293 or ATSS 485-4293

DEPARTMENT, BOARD OR COMMISSION		BILLING CODE
CALIFORNIA DEPARTMENT OF CORRECTIONS		16842
DIVISION, BUREAU OR OTHER UNIT		CUBIC FEET (Total Schedule)
INSTITUTIONS		50
ADDRESS		
1515 S STREET		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
1015		

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
APPROVAL NUMBER	APPROVAL DATE	

- ☒ Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- ☐ Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion. (The original approval number will remain in effect.)

## PART I — AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE—MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS

*William B. Anderson*

TITLE

*Corrections Administrator*

DATE

*June 18, 1991*

In accordance with Government Code 14755, approval of the attached Records Retention Schedules by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the preparation and approval of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR

*Christine Cote*

TITLE

RECORDS MANAGEMENT COORDINATOR

DATE

*6/24/91*

TELEPHONE

*3-4095*

PART II — DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 16 of STD. Form 73. Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE

*Michelle Wilson*

APPROVAL NUMBER  
*91-162*

RECORDS MANAGEMENT  
DOCUMENT REGISTRATION

DATE

*6/25/91*

PART III — ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- ☐ Contains no material subject to further review by the California State Archives.

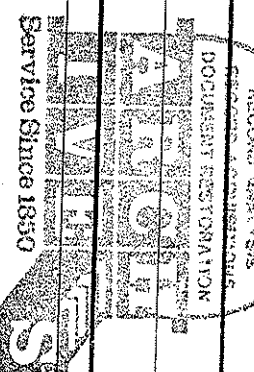
- ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614.)

SIGNATURE—CHIEF OF ARCHIVES

*John F. Burns*

DATE

*JUN 28 1991*



## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) <b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>		SCHEDULE NUMBER (2) <b>1015</b>	DATE (3) <b>06/24/91</b>
ORGANIZATIONAL UNIT <b>INSTITUTIONS</b>		PAGE <b>A</b>	OF PAGES (4)
ADDRESS (number, street, city) <b>1515 S STREET SACRAMENTO</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS			INSTITUTIONS  CUSTODIAN: INSTITUTIONS SERVICES UNIT  DEVELOPS, IMPLEMENTS, COORDINATES AND EVALUATES POLICIES, PROCEDURES AND INFORMATION SYSTEMS AFFECTING STATEWIDE INSTITUTION OPERATIONS. THE UNIT'S OBJECTIVES ARE TO RESPOND TO INQUIRIES RELATING TO INMATE ISSUES, COORDINATE INSTITUTION RELATED LITIGATION, AND PROVIDE TECHNICAL ASSISTANCE AND INFORMATION PERTAINING TO INSTITUTION SERVICES AND OPERATIONS.								BILLING CODE: 16842

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) <b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>		SCHEDULE NUMBER (2) <b>1015</b>	DATE (3) <b>06/24/91</b>
ORGANIZATIONAL UNIT <b>INSTITUTIONS</b>		PAGE <b>1</b>	OF <b>1</b> PAGES (4)
ADDRESS (number, street, city) <b>1515 S STREET SACRAMENTO</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple-space between items) (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS (1)  ISU-0100	50	Not / Noting Archives	INSTITUTIONS  INMATE LETTERS   LARGE (25%) AND SMALL (75%) CONTROLLED CORRESPONDENCE RECEIVED FROM INMATES, PUBLIC, AND LEGISLATURE RELATING TO INMATE CONFINEMENT (VISITING, MAIL, SENTENCE, TRANSFER, ETC.).	P	N	1Y	2Y	2Y	3Y	XI	CUSTODIAN: INSTITUTION SVCS.UNIT (ISU) MAINTAINED BY INSTITUTION WARDENS  MANDATED BY: ADMIN.POLICY  RETAIN ONE YEAR IN THE OFFICE. TRANSFER TO THE DEPARTMENTAL ARCHIVES OR STATE RECORDS CENTER FOR TWO YEARS STORAGE. COPIES (WARDENS) SHOULD BE DESTROYED, BUT ORIGINAL CORRESPONDENCE (ISU) SHOULD BE TRANSFERRED TO THE CALIF. STATE ARCHIVES.  EXEMPT FROM PUBLIC REVIEW PER PRA 6254.  SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34.  DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES